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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | WEEKLY RELAYS | **July 5, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OSAA**The Prematriculation Retention and Enrichment Program (PREP) concluded on Thursday, June 28, 2018. Twenty-six incoming medical students were invited to participate in PREP, a 6-week summer enrichment program, prior to the start of medical school. This program provided those students with a better understanding of what will be expected of them once they matriculate into medical school this Fall 2018. The Early Medical School Acceptance Program hosted 33 undergraduate students at the UTMB campus for a week long summer experience learning about UTMB’s medical school from May 29 – June 2, 2018. While here, EMSAPers shadowed different medical specialties, were provided study materials for MCAT Prep, learned about medical school interviews, and what is to be expected of the medical school application process. | **Episode 6 of Dr. Callender’s ‘Pulse’ video series now available:** In Episode 6, which was recorded June 28 and can be viewed at <https://www.utmb.edu/president/pulse>, UTMB President David Callender explains the benchmarking process used by Huron and BRG—the two consulting firms helping UTMB identify opportunities to improve our cost structure or improve revenue.* Huron’s focus is on Institutional Support and the Academic Enterprise. The consultants work with many institutions across the U.S. and bring to UTMB their knowledge of best practices and national benchmarks that we can consider in our efforts to transform how we work.
* Huron has collected a lot of information from UTMB about our current structure and how we operate. This data is not specific to individuals or specific jobs. Rather, it will be used for benchmarking—a step in the process where specific areas of UTMB are compared to those at similar institutions.
* BRG focuses specifically on the Health System and is further along in its work because we engaged them earlier in the year.
* BRG’s recommendations will be reviewed by Dr. Callender and a steering committee during the second week of July, and from there, will make decisions about our focus, what we will implement and how BRG will assist UTMB in implementing certain aspects of the resulting plan.
* A similar review process by UTMB leaders will take place at the end of July, when we expect to receive Huron’s initial recommendations.
* *Note: Because of the holiday, no video was produced the week of July 4. The next Pulse video should be available July 17.*

**Employee Advisory Council (EAC) election begins July 9:** UTMB’s Employee Advisory Council received seven nominations for this year’s officer election, which will be held using a secure, online-voting process beginning July 9 at 8 a.m. and ending on July 20 at 5 p.m.  Each member of the university staff (including Classified and Administrative & Professional but excluding faculty) will have one vote for a representative from their primary area of employment. For the purposes of representation on the council, the university is grouped in four segments: Academic Enterprise, Correctional Managed Care, Hospitals and Clinics, and Institutional Support. Information on all candidates can be found on the EAC website at [www.utmb.edu/eac](http://www.utmb.edu/eac). To cast your vote, please log on to [www.utmb.edu/olt](http://www.utmb.edu/olt). Election results will be announced the week of July 23. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Apply to become a member of UTMB’s Institutional Ethics Committee (IEC):** The Institutional Ethics Committee is an integral part of the UTMB Health System Ethics Program that provides comprehensive, integrated ethics support for the institution. The IEC is a multidisciplinary forum for the analysis and discussion of ethical issues and standards affecting patient care, professional education and community interests in service to the organizational mission of improving health. This mission is fulfilled through the committee’s advisory, educational, policy management and service functions. Anyone at UTMB may submit an application for membership. The committee is seeking individuals who have an interest in and commitment to ethical discourse, diversity of perspective, and respect for divergent opinions. The term of commitment for new members is one year for students and three years for faculty, staff, volunteers and community members. Meetings occur monthly, with the possibility of emergent meetings on an ad hoc basis should the need arise. Apply at <http://intranet.utmb.edu/healthsystem/Patients/submissions.asp>. The application deadline is July 20.**Space Survey—deadline July 31:** To support effective planning and management of UTMB’s space and to meet state and federal requirements, the Facilities Portfolio Management department is conducting UTMB’s Annual Space Survey. The survey of UTMB’s more than 28,000 rooms is used for internal and external reporting, as well as to determine space allocations. The survey remains a vital part of our overall strategic planning and operational effectiveness. Your departmental representative is responsible for updating all space usage in the Archibus software system by July 31. For questions, please contact Sarah Gardescu, Facilities information manager, at sagardes@utmb.edu.**Congratulations to Dr. Christine Baker:** Dr. Christine Baker has been appointed associate dean for Academic and Student Affairs in the School of Health Professions. Dr. Baker, who joined UTMB in 1986, is a professor in the Department of Physical Therapy and holds the Ruby Decker Professorship in Physical Therapy. The recipient of numerous teaching awards, including the University of Texas System Regents’ Outstanding Teaching Award, Dr. Baker has been designing and delivering distance education for more than a decade and has served as a site visitor and team leader for the Commission on Accreditation in Physical Therapy Education (CAPTE).**COMING SOON** **ePerformance system:** UTMB is working to improve the annual evaluation process and ePerformance system for the FY18 performance review cycle. It is anticipated that the improved system will be available in mid-July. Training will be provided. Evaluations must be completed for all employees hired on or before Feb. 28, 2018. To ensure all CMC departments meet the institutional deadline for completing annual evaluations, the following deadlines have been established:* All FY18 Key Performance Goals, Technical Competencies and My Road Ahead must be loaded and saved in ePerformance no later than **Aug. 15, 2018**.
* All employees must complete a self-evaluation in ePerformance no later than **Sept. 15, 2018**.
* All managers must meet with staff to review performance documents and complete the evaluation process in ePerformance no later than **Oct. 15, 2018**.

 **Dr. Murray’s Town Hall schedule:** Dr. Murray will be rounding at various facilities next week, July 9-13, across the state. A list of facilities and locations can be found on the CMC web site. Employees must have supervisor approval to attend, if work space schedules allow.**REMINDER** **Accrued admin leave for FY2018:** Employees who banked administrative leave time given for inclement weather, etc. must use this time by Aug. 31. Historical edits for this administrative leave time will no longer be accepted after Aug. 31. For questions, please contact your local CMC Human Resources office. | **Free physical and occupational therapy clinics:** Students and faculty from the School of Health Professions will host free physical and occupational therapy clinics in July. One set of clinics will be for those with back, neck, arm or leg pain, muscle weakness or poor balance. These two-week clinics will require a physical therapy referral from a medical professional and begin the week of July 16. Please contact Janna McGaugh at (409) 772-3068 or email jamcgaug@utmb.edu for more details and for a copy of a medical referral form. The other clinics will be for those with stroke or other neurological problems and will also begin the week of July 16. For more information about these clinics, call Patrice Briggs at (409) 772-3060 or email prbriggs@utmb.edu. Both sets of clinics will be held in the School of Health Professions Building, located at 11th and Mechanic streets on the Galveston Campus.**REMINDER****Employee Benefits Fairs:** Be sure to stop by one of UTMB’s Employee Benefits Fairs to learn more about annual enrollment and the insurance, retirement and wellness programs for the 2018–2019 plan year. Fairs will be held:* **July 10**, 10 a.m. – 1 p.m., League City Campus (Hospital, 1st Floor, Hallway near Lori’s Gift Shop)
* **July 11**, 10 a.m. – 2 p.m., Galveston Campus (Jennie Sealy Hospital, 1st Floor, Hallway near Einstein Bros. Bagels)
* **July 12**, 10 a.m. – 1 p.m., Angleton Danbury Campus (Professional Office Building, Auditorium)

Details are available on [iUTMB](http://intranet.utmb.edu/iutmb/). |
| **DID YOU KNOW?**UTMB is home to one of only 15 Claude D. Pepper Older Americans Independence Centers in the United States. The mission of the centers is to increase scientific knowledge that allows older adults to maintain and restore their independence. The centers also develop and enhance research and education at institutions with strong programs in aging research. The UTMB Pepper Center was established in 2000 with a focus on improving physical function and independence in older adults and an emphasis on career development and training of the next generation of leaders in geriatric research. The Pepper Centers are named in honor of the late U.S. Sen. Claude D. Pepper, who became known as the “spokesman for the elderly” and rejected the notion that physical and mental decline were an inevitable part of aging. To read more about UTMB’s center, visit <https://www.utmb.edu/pepper/default.asp>. **The Joint Commission Question of the Week—Medication management:** **1. True or False:** UTMB allows for the use of drug samples in our hospital and outlying ambulatory clinic locations. **Answer:** False. The use of drug samples is prohibited at UTMB.   **2. Medications may be provided when the pharmacy is closed if \_\_\_\_\_\_\_\_\_\_\_.**1. A licensed independent practitioner controls the ordering, preparation and administration of the medication.
2. A pharmacist will be available to conduct a retrospective review of all medication ordered during the time period as soon as a pharmacist is available or the pharmacy opens.
3. A pharmacist is available on-call for the preparation and dispensing of emergency medication.
4. The main campus pharmacy is open 24/7 to verify orders and also to answer staff questions.
5. All of the above

**Answer:**  E. When the pharmacy is not open 24/7 (which is the case on the Angleton Danbury and League City campuses), the hospital must have a process for providing medications to meet patient needs. Medications needed after hours are available in the Pyxis medication stations, and only trained/authorized staff members have access to the Pyxis cabinets. The Galveston Campus pharmacy is open 24 hours to verify orders and to answer any questions that providers may have. A pharmacist is available on call at both LCC and ADC locations for emergent needs. A “double check” of medications must be done by two nurses or a nurse and a physician. Also, use of barcode medication administration should aid in decreasing medication errors. |